

	Policy/Procedure	LAB-004
	Version	1
	Effective Date	06/30/2025

## 1. Use of the Shared Laboratories

### 2. Objectives & Scope

This SOP describes how to make appropriate use of the shared laboratories.

This SOP is applicable to all personnel using the laboratory.

IGNITE FSU Laboratory Manager has final discretion in matters related to the laboratory facilities and enforcement of procedures. The Laboratory Manager can make changes to this SOP as necessary to ensure compliance and alignment with program goals and Florida State University Policies.

### 3. Abbreviations and definitions

- **Shared Laboratories:** Refers to Laboratories 234, 233, 232.
- **Shared Laboratory Equipment:** Refers to all equipment in the shared laboratories spaces.
- **Equipment Log:** Refers to FORM-002 Equipment Logbook.
- **Lab Manger:** Refers to the FSU IGNITE Laboratory Manger.

## 4. Procedure

### 4.1 Access to the Shared Laboratories

4.1.1 Access to the Shared Laboratories will be given back on the following tiers:

- Affiliate Client: Shared Laboratories access only.
- Resident Client: has a Private Laboratories and access to the Shared Laboratories with written permission
- Private Office and/or Shared Office Affiliate Client: does not have access to the Shared Laboratories.

### 4.2 Use of Equipment in the Shared Laboratories

4.2.1 The equipment located in the Shared Laboratories is open for all Clients with laboratory access in their membership and the access level will be granted per license agreement that each Client has signed. Before using any equipment, each Client must receive training from the Laboratory Manager from IGNITE FSU.

4.2.2 Shared Lab equipment can be reserved through Proximity. If access to the equipment is needed immediately and there is no reservation set, it may be used until the next reservation. For reserving through Proximity see SOP LAB-005.

4.2.2.1 Clients may use shared equipment for a reasonable amount of time. If clients expect to use a piece of shared lab equipment for greater than 24 hours/week, Clients should consult the IGNITE Lab Manager to ensure equipment availability for all IGNITE Clients. If Clients' use of a specific piece of equipment exceeds 24 hours/week or prevents use by other IGNITE Clients, they will be referred to license a private lab space and obtain equipment for their use only.

4.2.2 It is the policy of IGNITE FSU that all Clients log their use for certain equipment. This is to track who has used the equipment, what it was used for and how long it was used. For logging Equipment, use FORM-002.

4.2.2.1 Following equipment requires logging use:

- Fisherbrand 5 Liter Water Bath
- Biosafety Cabinet in Laboratory 232
- Biosafety Cabinet in Laboratory 233

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- 6 foot Standing Chemical Fume Hood in Laboratory 232
- Thermo Scientific Digital Platform Rocker
- Thermo Scientific Dionex U3000 HPLC
- Thermo Scientific Invitrogen Countess 3
- Thermo Scientific Oribtrap Elite Mass Spectrometer
- Echo Rebel Hybrid Microscope
- Thermo Scientific Solaris 4000R Orbital Shaker
- Thermo Scientific Sorvall Legend Micro 21 Microcentrifuge
- Thermo Scientific Sorvall LYNX 6000 Superspeed Centrifuge
- Thermo Scientific Water Jacketed CO<sub>2</sub> Incubator
- Qsonica Sonicator Q700
- Labconco 2.5 Liter Freezone

4.2.2.2 All other equipment that is not listed above can be used if available without the need to record it in the log.

4.2.2.3 If FORM-002 is full, please contact the IGNITE Laboratory Manager for another one.

4.2.4 No more than 1 person at a four-foot biosafety cabinet or 2 people at a six-foot biosafety cabinet or chemical fume hood without prior written permission.

4.2.5 If there is any equipment failure/malfunction please report these to the Lab Manager as soon as possible.

4.2.5.1 After an investigation of equipment failure/malfunction, if it is found that it was caused by improper use the responsible party will have to undergo training of that equipment again and if any equipment repair is needed, they may have to cover the cost of repair from the program's approved vendor.

4.2.5.2 Consequences for failure to report and issues may result in temporary or permanent suspension of access to shared laboratories.

4.2.6 For cold-storage equipment, refer to SOP EQT-001.

### 4.3 Designated Space within the Shared Laboratories

4.3.1 The Lab Manager will consult with company upon move in to appropriately designate bench/shelf/cabinet space in shared laboratory for that company's storage/workspace when not at shared equipment.

4.3.2 The Lab Manager will mark the agreed upon space location with the company's information.

4.3.3 Shared laboratories only companies will have a maximum of 4ft of bench space, 2-4 shelves, and one column of designated cabinet space. Storage needs beyond those limits will be referred to license a private lab space.

4.3.4 Private lab space licensees do not get access to shared laboratory storage without prior written permission.

4.3.5 Shared Space is subject to quarterly or as needed review by Lab Manager.

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#### **4.4 Conflict Resolution**

4.3.1 Any issues that may arise are to be brought to the Lab Manager for resolution.

4.3.2 Persistent conflicts may result in temporary or permanent suspension of access to shared laboratories.

#### **4.4 Waste in the Shared Laboratories**

4.4.1 Clients are responsible for discarding their own waste each day that is generated.

4.4.2 For proper waste disposal see SOP LAB-003.

#### **4.5 Other Information Regarding use of the Shared Laboratories**

4.5.1 Once work is completed for that day all companies must clean up all their materials and all trash must be disposed of properly.

4.5.2 No more than 3 employees from one company working in a shared laboratories at any one time without prior written permission. Of those employees, no more than 2 students from one company working in a shared laboratories at any one time without prior written permission.

4.5.3 No unsupervised student/intern from any company allowed in shared laboratories without prior written permission.

4.5.4 Failure to follow use of shared laboratories policies may result in fines, temporary or permanent suspension of access to shared laboratories.

#### **5. Related Documents**

IGNITE FSU SOP LAB-003

IGNITE FSU SOP EQT-001

#### **6. Related Forms**

IGNITE FSU Form FORM-002

#### **7. References**

N/A